

## 2007 ANNUAL PUBLIC FILE EEO REPORT

### KTMD 47

1. Full-time vacancies summary for current reporting period
  - a. Producer – 10PM News
  - b. Account Executive
2. See attached Data Forms for details on recruitment/interviewee data
3. A total of 20 interviewees were interviewed for the aforementioned job vacancies during the period of April 1, 2006 to March 31, 2007.
4. Referral Summary Matrix:

Name of Recruitment Source	Total Number of Interviewees Referred
America's Job Bank	
GE Careers Website	1
Houston Chronicle	1
Internal Candidate	
Internal Referral	4
KTMD Internships	
KTMD Job Hotline	
KTMD On-Air Job Promotions	
KTMD Website	
Monster.com	
National Association of Hispanic Journalists	
NBC Career Website	6
Texas Association of Broadcasters	1
Texasjobbank.com	
Yoh Managed Staffing	

5. Broad Outreach Summary:

- a. In addition to the local outreach advertisement provided with the above noted jobs (local paper, job line, company website, etc.), all postings placed on the NBCU website are automatically routed to national Job Bank.
- b. Enrique Caballero, HR Director, posted public notice looking for recruiting sources in the community in the Houston Chronicle newspaper. No response from interested local agencies or groups.
- c. Marcelo Marini, Director of Community Affairs, coordinated KTMD-47's participation in the 20<sup>th</sup> annual Houston Career and Education Day, April 9, 2005, where he educated parents and the children on the importance of education, opportunities for scholarships and general career advice
- d. In spring 2006, Enrique Caballero, HR Director and Alfredo Sanchez, 5pm Producer, hosted an Intern Fair at KTMD47 with a variety of Intern Applicants from area colleges and universities in preparation for Summer Internship.
- e. Roel Medina, VP & GM, Enrique Caballero, HR Director and Chris Pena, News Director, attended annual University of Houston Career Day where news talent is recruited for Internship positions.
- f. Enrique Caballero, HR Director, conducted Career Advancement Training to KTMD-47 Leadership team on December 6, 2005.
- g. Art, Creative Services Director, sponsored 4 Interns, 2 from University of Houston, and 2 from University of Texas, during his annual internship program beginning in January 2007
- h. Marcelo Marini, Community Affairs Director, sponsored 1 Intern from University of Houston, during his annual internship program, beginning in January 2007.
- i. Enrique Caballero, HR Director, and Marcelo Marini, Director of Community Affairs, met during the completion of this report to make a self-assessment of past activities for potential action in coming year. As a result of its self-assessment of its EEO efforts, the Station has decided as an action item in the coming year to develop a list of community organizations to which it will send job notices regardless of whether those organizations have responded to the newspaper ads by requesting job notices. Listed below is a preliminary list which will be used, in addition to existing sources of applicants, beginning immediately:

#### LOCAL COMMUNITY NON-PROFITS

- I. A New Life
- II. Christian Community Service Center
- III. Interfaith Training & Employment Project
- IV. New Opportunities Abound Here, Inc.
- V. The Telecom Opportunity Institute
- VI. Houston Area Women's Center
- VII. Skills for Living
- VIII. The Women's Home

#### EDUCATIONAL INSTITUTIONS

- IX. Houston Community College
- X. Texas southern University
- XI. University of Houston
- XII. University of Texas
- XIII. University of St. Thomas

**JOB VACANCY**  
**RECRUITMENT SOURCE DATA FORM**  
**(To Be Attached to Annual Public File EEO Report)**

**Station:** KTMD-47

**Job Title:** Producer-10PM News

**Date Job Filled:** 02/06/07

**Recruitment Source that Referred Ultimate Hire:** Internal Transfer

GE Company <a href="http://www.gecareers.com">www.gecareers.com</a>	KTMD Internships	Houston Chronicle (713) 362-3341
NBC Career Opportunities <a href="http://www.nbcjobs.com">www.nbcjobs.com</a>	KTMD Website <a href="http://www.ktmd.com">www.ktmd.com</a>	America's Job Bank <a href="http://www.ajb.org">www.ajb.org</a>
Internal Referrals	KTMD Job Hotline 713-243-7759	Texas Association of Broadcasters <a href="http://www.tab.org">www.tab.org</a>
Yoh Managed Staffing (305) 889-7034	KTMD On-Air Job Announcements (5-7 days/wk when jobs open)	National Association of Hispanic Journalists <a href="http://www.nahg.org">www.nahg.org</a>
Texas Job Bank <a href="http://www.texasjobbank.com">www.texasjobbank.com</a>	Monster <a href="http://www.monster.com">www.monster.com</a>	

**JOB VACANCY**  
**RECRUITMENT SOURCE DATA FORM**  
**(To Be Attached to Annual Public File EEO Report)**

**Station:** KTMD-47

**Job Title:** Account Executive

**Date Job Filled:** 01/06/07

**Recruitment Source that Referred**

**Ultimate Hire:** NBC Website

GE Company <a href="http://www.gecareers.com">www.gecareers.com</a>	KTMD Internships	Houston Chronicle (713) 362-3341
NBC Career Opportunities <a href="http://www.nbcjobs.com">www.nbcjobs.com</a>	KTMD Website <a href="http://www.ktmd.com">www.ktmd.com</a>	America's Job Bank <a href="http://www.ajb.org">www.ajb.org</a>
Internal Referrals	KTMD Job Hotline 713-243-7759	Texas Association of Broadcasters <a href="http://www.tab.org">www.tab.org</a>
Yoh Managed Staffing (305) 889-7034	KTMD On-Air Job Announcements (5-7 days/wk when jobs open)	National Association of Hispanic Journalists <a href="http://www.nahg.org">www.nahg.org</a>
Texas Job Bank <a href="http://www.texasjobbank.com">www.texasjobbank.com</a>	Monster <a href="http://www.monster.com">www.monster.com</a>	

EMPLOYMENT LIST

94  
University of Houston  
Career Planning & Placement Ctr.  
4800 Calhoun  
Houston, TX 77004

94  
INFONET Program/United Way  
P.O. Box 130668  
Houston, TX 77219

University of Houston  
Downtown Campus  
1 Main Street  
Houston, TX 77001  
Placement Center

Texas Employment Commission  
P.O. Box 908  
Alief, TX 77411

Houston Community College  
22 Waugh Drive  
Houston, TX 77007  
Placement Center

LULAC  
2621 Avenue P $\frac{1}{2}$   
Galveston, TX 77550

Houston International University  
2102 Austin  
Houston, TX 77002  
Placement Center

Galveston Chamber of Commerce  
621 Moody Suite 300  
Galveston, TX 77550

Texas Southern University  
3100 Cleburne  
Houston, TX 77004  
Placement Center

Houston Chamber of Commerce  
1100 Milam Bldg.  
25th Floor  
Houston, TX 77002

Rice University  
Career Planning & Placement Ctr.  
P.O. Box 1892  
2nd Floor RMC  
Houston, TX 77251

Houston Hispanic Chamber of Commerce  
~~1314 Edmondson~~ 712 main suite  
Houston, TX 77002 1820

Houston Baptist University  
7502 Fondren Rd.  
Houston, TX 77074  
ATTN: Paul Gaither

National Organization of Women  
Houston Chapter  
4 $\frac{1}{2}$  Chelsea Place  
Houston, TX 77006

University of St. Thomas  
3812 Montrose Blvd.  
Houston, TX 77006  
Career Planning & Placement Ctr.

Houston Business Council  
6161 Savoy Drive  
Suite 1030  
Houston, TX 77036

VTI Technical School  
1608 Royal Lane  
Dallas, TX 75229  
Career Planning & Placement

SER - Jobs for Progress  
2150 W. 18th  
Room 300  
Houston, TX 77008  
ATTN: Margarita Flores

WKG-TV Institute  
6420 Richmond  
Houston, TX 77063

Association for Advancement  
of Mexican Americans  
~~204 Clifton~~  
Houston, TX 77011

Houston Area Urban League  
5445 Almeda  
Suite 400  
Houston, TX 77004

Equal Employment Opportunity Commission  
405 Main Street  
4th Floor  
Houston, TX 77002

Forty Plus of Houston/  
Center for Continuing Careers  
3935 Westheimer Suite 205  
Houston, TX 77027

Job Partnership Training Program  
1919 Smith Street  
Suite 500  
Houston, TX 77002

Affirmative Action and Contract Compliance Division  
806 Main  
Suite 1300  
Houston, TX 77002

ITT Career Training Center  
917 Main Street  
Suite 300  
Houston, TX 77002

Job Club  
2908 Gessner  
Suite 1410  
Houston, TX 77080

Vocational Guidance Service  
2525 San Jacinto  
Houston, TX 77002

**TELEMUNDO**  
3903 Stoney Brook  
Houston, Texas 77063  
(713) 974-4848

MEMORANDUM

TO: Public File

FROM: Marcello Marini, Public Affairs Director

DATE: February 7, 1989

Whenever a position becomes available at our station, KTMD TV-48, the following procedures need to be followed:

- A letter needs to be sent to each recruitment agency for each position opened at the station.
- A reply postcard needs to be enclosed with the letter to the recruitment agency.
- The EEO Employment Profile Data Form needs to be attached to the application. It is not obligatory to fill it out. It is the applicant's option to fill it out or not.
- The Equal Employment Opportunity Program Applicant Form needs to be filled out at the end of each quarter. One form may be kept for each opening if desired.

Recruitment agencies to contact:

✓✓✓✓✓ SER-Jobs For Progress

✓✓✓✓✓ ~~2150 W. 18th, Suite 202~~ *6565 Rookin St*  
Houston, Texas ~~77008~~ *HOUSTON TX*  
(713) 880-1566 *77074/5013*

✓✓✓✓✓ Latino Learning Center  
Jeannine Pierce, Job Developer  
3522 Polk  
Houston, Texas 77003  
(713) 223-1391

✓✓✓✓✓ Texas Employment Commission  
P.O. Box 1390  
Houston, Texas 77251  
(713) 956-4170

A.A.M.A.

194  
6001 Gulf Freeway  
Houston Texas -77023

Att. Gilbert Moreno  
Ph. 926-5464 (713)

Please send job listings

✓✓✓ Cathy Frank  
AWRT Job Bank  
728-S Bering Drive  
Houston, TX 77057

If you have any question  
at 728-0020 (home) Thanks i